



GEORGIA CONSTRUCTION INDUSTRY LICENSING BOARD

Division of Electrical Contractors

237 Coliseum Drive, Macon, GA 31217

478-207-2440

www.sos.ga.gov/index.php/licensing/plb/21

ELECTRICAL CONTRACTORS REINSTATEMENT APPLICATION FOR LICENSE LAPSED MORE THAN THREE (3) YEARS

••• INSTRUCTIONS AND GENERAL INFORMATION •••

Applications are valid for one (1) year from date of receipt.

SECTION 1: PERSONAL INFORMATION

Please be sure to complete all information including your preferred email address for communication with Board staff.

SECTION 2: PRIMARY EXPERIENCE

You must document a minimum of **4 years** of qualifying experience under licensed contractor(s) doing contracting work.

Qualifying licensee name and license number must be listed in order for the experience to count towards primary experience. If the license holder is from out of state, please list if it is equivalent to a restricted or non-restricted Georgia license. Have each employer return the Primary Experience Form directly to you, in a sealed envelope with a signature across the back flap to ensure against tampering, and include all envelopes with your application. You may make additional copies of this form as needed.

Employer information includes the qualifying licensee name and license number, dates of employment (in the month/year format), range of sizes for each category (i.e. 200-300 amps, ½-20 hp, etc.), and average number of hours performed per week. Do not attach extra pages explaining the categories; they are already defined. See enclosed sample page for acceptable format. If this format is not used, the information submitted will not be accepted.

SECTION 3: REFERENCES

Three **(3) notarized original reference forms** from people that have knowledge of your work are required. At least one reference must be from a licensed electrical contractor. No copies will be accepted, as the form must include the notarized original signatures. A copy of a cover letter that can be provided to references is included in these instructions. Have each reference return the Reference Form directly to you, in a sealed envelope with a signature across the back flap to ensure against tampering, and include all envelopes with your application. You may make additional copies of this form as needed.

SECTION 4: PERSONAL HISTORY

All questions must be answered. Submit only certificates showing you have completed a vocational/technical school program or copy of a diploma in Engineering Technology or related electrical field. No other education is accepted nor should it be submitted.

All applicants should submit a background check with application. This can be obtained by going to your local law enforcement office or through a private background check agency. If you answer "yes" on the conviction question, you must submit the requested **certified** documentation.

SECTION 5: APPLICANT AFFIDAVIT

Georgia law requires that the Board verify lawful presence in the U.S. of any natural person 18 years or older who has applied for a state benefit, such as a license, certificate, or registration. See O.C. G.A. §50-36-1.

*If you are a qualified alien, please submit a copy of your qualified alien documentation to the Board office as your Secure & Verifiable Document.***All licensees are required to complete and submit the attached Affidavit of Citizenship Form along with a secure and verifiable document.**

LAW AND RULES

Read the law and rules thoroughly before completing the application. See the complete law and rules at the Board's website: www.sos.state.ga.us/plb/construct/el. You are responsible for knowing the laws and rules for your profession.

A separate statewide low voltage contractor license is required of persons who contract for low voltage work (See O.C.G.A. §43-14-2 for definitions).

VETERANS' PREFERENCE POINTS

Veterans may be eligible for Veterans' Preference Points on their examination if they served on active duty in the Armed Forces, Reserves or National Guard for at least 90 days during wartime or during any conflict when military personnel were committed by the President and either served on active duty for at least one year or was discharged for injury or illness incurred in the line of duty. To apply for veterans' preference points, submit a completed copy of the DD-214 form with the application.

APPLICATION STATUS

To check the status of your application, visit www.sos.ga.gov/plb/construct/el. Click on the tab, ONLINE SERVICES, then select APPLICATION STATUS.

KEEP A COPY OF YOUR APPLICATION MATERIALS.

All original materials will be retained by our office and will not be returned to you.

FEES

The **\$150.00 non-refundable application fee** by check or money order payable to Georgia Construction Industry Licensing Board must be included with this application. WHEN MAILING APPLICATION TO BOARD OFFICE, PLEASE MAIL IN A 9X12 ENVELOPE & DO NOT STAPLE OR FOLD APPLICATION.

DEADLINES

The application and exam deadline dates can be viewed at the Board's website: www.sos.state.ga.us/plb/construct/el

▪ Prior to the Examination

A complete application along with the required **FEE** and **DOCUMENTS** must be received in the Board office at the address listed above prior to the **application deadline as listed on the Board website. If there are any deficiencies in the application submitted you will be notified in writing by e-mail if an e-mail address is provide. Otherwise notification of deficiencies will be sent by regular mail. Please be advised deficient applications will result in the delay of approval to sit for the exam.**

▪ Approval to sit for the Exam

An approval letter will be sent by the Board to applicants who are approved to sit for the exam. If approved, AMP (testing vendor) will provide you a Candidate Information Bulletin, which includes an outline of topics covered in the examination. **Applicants are responsible for submitting a scheduling form and correct fee to AMP by the posted deadline. The deadline dates are available on the board website.**

▪ Approximately 2 Weeks Prior to the Examination

You will receive an Admission Notice from AMP, giving the date and location of the examination, as requested on the AMP-GA10 form. If you received an approval letter from the Board, but do not receive an admission notice, **Contact AMP at (800) 345-6559.**

▪ Upon completion of the Examination

Examination results will be sent to applicants by AMP. Applicants who failed the exam must submit a re-exam application with the Board. Applicants will also receive a new Examination Scheduling Form from AMP to apply for another examination date.

SECTION II: PRIMARY EXPERIENCE RECORD

(Please make additional copies as needed.)

- Applicants for Class I (restricted) license must show experience in at least **six (6)** of the Primary Experience areas.
- Applicants for Class II (non-restricted) license must show experience in **all** Primary Experience areas and must show experience with electrical installations in excess of single phase, 400 amperes systems under a Class II (non-restricted) contractor.
- This form should be returned to the applicant in a sealed envelope with a signature across the back flap to ensure against tampering, to be included with their completed application.
- Please make additional copies as needed for each employer to equal a minimum of **4 years** of qualifying experience.

Employer Name: ABC ELECTRICAL	Applicant Name: JOHN DOE
Employer Address: 123 MAIN STREET	Applicant Job Title: ELECTRICIAN
Employer Phone# 123-123-1234	Dates Employed From: (mo/yr) 05/15 To: (mo/yr) 10/15
Is employer in electrical contracting business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, describe: If not, describe business.	Approximate total number of hours per week the below electrical work was performed: 40

The following work experience includes the physical installation of listed materials and equipment plus calculations related to sizing, ratings, clearances, etc. All work and calculations being performed in compliance with National Electrical Codes and manufacturers installation instructions.

(a) Installation of raceway systems, including pull boxes, junction boxes, conduit bodies and the connections in the system and to cabinets, panelboards, switchboards, and boxes, which meet all Code use and installation requirements.	<input type="checkbox"/> Did not install the items listed in (a).	<input checked="" type="checkbox"/> Installed the items listed in (a). Give typical range of sizes or capacity of items installed: ½ - 3"
(b) Installation of conductors, including flexible cords, cables, splices, taps, terminations, bonding jumpers, overcurrent protective devices, metering devices, etc., in cabinets, panelboards, switchboards, boxes and conduit, which meet all Codes use and installation requirements, such as to sizing, ampacity, voltage, etc.	<input type="checkbox"/> Did not install the items listed in (b).	<input checked="" type="checkbox"/> Installed the items listed in (a). Give typical range of sizes or capacity of items installed: 100 – 500 amps
(c) Installation of service entrances, metering devices, cabinets, switchboards, service risers and fasteners, overcurrent protective devices, disconnecting means, ground electrodes, main bonding jumpers, and ground fault protectors which all meet Code installation requirements, such as to sizing, rating, clearances, and weatherproofing.	<input type="checkbox"/> Did not install the items listed in (c).	<input checked="" type="checkbox"/> Installed the items listed in (a). Give typical range of sizes or capacity of items installed: 100 – 400 amps
(d) Installation of motors and generators with feeders, branch circuits, overcurrent protective devices, disconnect means, and controllers all of which meet Code installation requirements, such as sizing, rating, usage, and location.	<input type="checkbox"/> Did not install the items listed in (d).	<input checked="" type="checkbox"/> Installed the items listed in (a). Give typical range of sizes or capacity of items installed: ½ - 7.5 hp
(e) Installation of switches, disconnects, controls, etc., which supply lighting fixtures, appliances, electrical circuits, controls for heating and air conditioning equipment, other utilization and general use equipment, according to use and Code installation requirements.	<input type="checkbox"/> Did not install the items listed in (e).	<input checked="" type="checkbox"/> Installed the items listed in (a). Give typical range of sizes or capacity of items installed: 15 – 400 amps
(f) Installation of materials and equipment required for use in special occupancies according to use and Code installation requirements, as defined by Chapter 5 of the National Electrical Code.	<input type="checkbox"/> Did not install the items listed in (f).	<input checked="" type="checkbox"/> Installed the items listed in (a). Describe the material and equipment installed: fuel station / hospital
(g) Bonding of interior metal piping systems, installation of properly sized equipment grounding conductors, grounding of exposed noncurrent carrying metal parts of electrical equipment, and protection of grounding conductors from physical damage.	<input type="checkbox"/> Did not install the items listed in (g).	<input checked="" type="checkbox"/> Installed the items listed in (a). Give typical range of sizes or capacity of items installed: 14 – 6 AWG/100 – 400 amps
(h) Determination of general lighting loads, minimum branch circuits, minimum ampacity of conductors in feeder and branch circuits, maximum allowable conductor fill for raceways, net loads, using specified or optional methods, rates or demand factors, and derating factors given in the Code.	<input type="checkbox"/> Did not determine loads, circuits, and fills listed in (h).	<input checked="" type="checkbox"/> Installed the items listed in (a). Give typical range of sizes or capacity of items installed: up to 300 amps

I certify that the above documentation of experience is true and correct to the best of my personal knowledge, not made for the purpose of aiding an unqualified applicant to become licensed but with full realization of the responsibility toward the public where the safeguarding of life, health and property is concerned or involved.

Printed Name: Jane Smith	Professional License # EN123456
(Qualifying Electrical Contractor License Holder**)	State Issued: GA
Signature:	Date: 01-01-16

** This form does not have to be signed by your prior employer, but it must be signed by a Qualifying Electrical Contractor License Holder who can certify to the experience identified above.



GEORGIA CONSTRUCTION INDUSTRY
LICENSING BOARD
Division of Electrical Contractors
237 Coliseum Drive, Macon, GA 31217-3858
478-207-2440
www.sos.ga.gov/index.php/licensing/plb/21

Date Entered _____
Receipt # _____
Submitted \$ _____
Date Issued _____

APPLICATION FOR ELECTRICAL CONTRACTOR REINSTATEMENT BY RE-EXAMINATION

FOR LICENSE LAPSED MORE THAN THREE (3) YEARS

Application Fee \$150.00 (non-refundable)

Applications are valid for one (1) year from date of receipt.

License Type: ☐ Class 1 Restricted #ER _____ expired: _____
☐ Class 2 Non Restricted #EN _____ expired: _____

Method Obtained by: ☒ Reinstatement by re-examination

SECTION 1: PERSONAL INFORMATION

1. Legal Name to
Appear on License: _____
FIRST MIDDLE LAST SUFFIX

2. Name as shown on exam records, transcripts or any documentation provided to the Board including maiden name (if different):

FIRST MIDDLE LAST SUFFIX / MAIDEN

3. Social Security#: [][][] - [][] - [][][][][] Date of Birth: [][] - [][] - [][][][][]
M M D D Y Y Y Y

4. Physical Address: _____
(PO BOX NOT ACCEPTABLE) NUMBER AND STREET APT#

CITY STATE ZIP

5. Mailing Address: _____
(if different) NUMBER AND STREET OR P.O. BOX APT#

CITY STATE ZIP

6. Daytime Phone#: [][][] - [][][][] - [][][][][] Business or Cell
Phone#: [][][] - [][][][] - [][][][][]

7. Email Address: _____

8. ☐ I am requesting Veterans' Preference Points. Attached is a copy of my DD-214.

SECTION 2: PRIMARY EXPERIENCE RECORD

Applicant Name: _____

- Applicants for Class I (restricted) license must show experience in at least **six (6)** of the Primary Experience areas.
- Applicants for Class II (non-restricted) license must show experience in **all** Primary Experience areas and must show experience with electrical installations in excess of single phase, 400 amperes systems under a Class II (non-restricted) contractor.
- This form should be returned to the applicant in a sealed envelope with a signature across the back flap to ensure against tampering, to be included with their completed application.
- Please make additional copies as needed for each employer to equal a minimum of **4 years** of qualifying experience.

Employer Name: _____

Applicant Name: _____

Employer Address: _____

Applicant Job Title: _____

Employer Phone# _____

 Dates Employed From: _____ To: _____
 (mo/yr) (mo/yr)

 Is employer in electrical contracting business? ☐ Yes ☐ No, describe:
 If not, describe business.

 Approximate total number of
 hours per week the below
 electrical work was
 performed:

The following work experience includes the physical installation of listed materials and equipment plus calculations related to sizing, ratings, clearances, etc. All work and calculations being performed in compliance with National Electrical Codes and manufacturers installation instructions.

(a) Installation of raceway systems, including pull boxes, junction boxes, conduit bodies and the connections in the system and to cabinets, panelboards, switchboards, and boxes, which meet all Code use and installation requirements.	<input type="checkbox"/> Did not install the items listed in (a).	<input type="checkbox"/> Installed the items listed in (a). Give typical range of sizes or capacity of items installed:
(b) Installation of conductors, including flexible cords, cables, splices, taps, terminations, bonding jumpers, overcurrent protective devices, metering devices, etc., in cabinets, panelboards, switchboards, boxes and conduit, which meet all Codes use and installation requirements, such as to sizing, ampacity, voltage, etc.	<input type="checkbox"/> Did not install the items listed in (b).	<input type="checkbox"/> Installed the items listed in (a). Give typical range of sizes or capacity of items installed:
(c) Installation of service entrances, metering devices, cabinets, switchboards, service risers and fasteners, overcurrent protective devices, disconnecting means, ground electrodes, main bonding jumpers, and ground fault protectors which all meet Code installation requirements, such as to sizing, rating, clearances, and weatherproofing.	<input type="checkbox"/> Did not install the items listed in (c).	<input type="checkbox"/> Installed the items listed in (a). Give typical range of sizes or capacity of items installed:
(d) Installation of motors and generators with feeders, branch circuits, overcurrent protective devices, disconnect means, and controllers all of which meet Code installation requirements, such as sizing, rating, usage, and location.	<input type="checkbox"/> Did not install the items listed in (d).	<input type="checkbox"/> Installed the items listed in (a). Give typical range of sizes or capacity of items installed:
(e) Installation of switches, disconnects, controls, etc., which supply lighting fixtures, appliances, electrical circuits, controls for heating and air conditioning equipment, other utilization and general use equipment, according to use and Code installation requirements.	<input type="checkbox"/> Did not install the items listed in (e).	<input type="checkbox"/> Installed the items listed in (a). Give typical range of sizes or capacity of items installed:
(f) Installation of materials and equipment required for use in special occupancies according to use and Code installation requirements, as defined by Chapter 5 of the National Electrical Code.	<input type="checkbox"/> Did not install the items listed in (f).	<input type="checkbox"/> Installed the items listed in (a). Describe the material and equipment installed:
(g) Bonding of interior metal piping systems, installation of properly sized equipment grounding conductors, grounding of exposed noncurrent carrying metal parts of electrical equipment, and protection of grounding conductors from physical damage.	<input type="checkbox"/> Did not install the items listed in (g).	<input type="checkbox"/> Installed the items listed in (a). Give typical range of sizes or capacity of items installed:
(h) Determination of general lighting loads, minimum branch circuits, minimum ampacity of conductors in feeder and branch circuits, maximum allowable conductor fill for raceways, net loads, using specified or optional methods, rates or demand factors, and derating factors given in the Code.	<input type="checkbox"/> Did not determine loads, circuits, and fills listed in (h).	<input type="checkbox"/> Installed the items listed in (a). Give typical range of sizes or capacity of items installed:

I certify that the above documentation of experience is true and correct to the best of my personal knowledge, not made for the purpose of aiding an unqualified applicant to become licensed but with full realization of the responsibility toward the public where the safeguarding of life, health and property is concerned or involved.

Printed Name: _____

License # _____

(Qualifying Electrical Contractor License Holder**)

State Issued: _____

Signature: _____

Date: _____

** This form does not have to be signed by your prior employer, but it must be signed by a Qualifying Electrical Contractor License Holder who can certify to the experience identified above.

SECTION 3: REFERENCES

Applicant Name: _____

Attach **three (3)** completed, **notarized** reference forms from persons who have knowledge of your electrical experience and list their information below. At least one reference must be a licensed electrical contractor.

Name: _____	Telephone# _____
Address: _____	Professional License# _____
City, State, Zip: _____	Issuing State: _____

Name: _____	Telephone# _____
Address: _____	Professional License# _____
City, State, Zip: _____	Issuing State: _____

Name: _____	Telephone# _____
Address: _____	Professional License# _____
City, State, Zip: _____	Issuing State: _____

SECTION 4: PERSONAL HISTORY

- ☐ YES ☐ NO 1. Have you received a diploma in Engineering Technology or a certificate for completion of a vocational-technical school program?

If you answered YES, attach copy of diploma or certificate.

- ☐ YES ☐ NO 2. Have you ever held an electrical contractors' license?

If you answered YES, list the type of license, license number, and name of State Board or Agency:

- ☐ YES ☐ NO 3. Has any licensing board or agency in Georgia or any other state ever: a) Denied your issuance of licensure, renewal, or reinstatement; b) Revoked, suspended, restricted, sanctioned, or probated your license; c) Requested or accepted surrender of your license; d) Reprimanded, fined, or disciplined you?

If you answered YES, submit a letter of explanation and a **certified** copy of the action taken against your license with relevant supporting documents. Name of State Board or Agency:

- ☐ YES ☐ NO 4. Have you attached a copy of your criminal background check?

- ☐ YES ☐ NO 5. Have you ever been arrested, convicted, sentenced, entered a plea of guilty, or nolo contendere, or been given First Offender status for any felony, misdemeanor, or any offense other than a minor traffic violation? (DUI and DWI are not minor traffic violations.)

If you answered YES, you must submit the following:

- Submit a letter of explanation for each offence and **certified** copy of final court disposition from the county(s) in which you were arrested/convicted. Each court document should include the charges and sentencing information.
- Probation/Parole - Submit a statement (on official letterhead) from your probation/parole officer regarding your current status. If probation/parole has been completed, submit **certified** documents from the courts verifying case closed and completion of probation/parole.

SECTION 5: APPLICANT AFFIDAVIT

Applicant Name: _____

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Board for which I am applying for licensure and I agree to abide by these laws and rules.

By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, administered by the Professional Licensing Boards Division, the undersigned applicant also verifies one of the following with respect to his/her application for a public benefit (check one):

1. _____ I am a United States citizen.

Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the Board's website.

2. _____ I am not a United States citizen.

I am either a legal permanent resident of the United States or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

Printed Name of Applicant

Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20 _____

NOTARY PUBLIC My Commission Expires:

O.C.G.A. § 45-17-6 requires legible seals for notarized documents.
If an embossed seal is used a foil overlay or shading should be applied to make the seal, state, title, name, and county legible when digitized.

NOTARY SEAL



The Office of Secretary of State Professional Licensing Boards Division

Brian P. Kemp
SECRETARY OF STATE

Lisa W. Durden
DIVISION DIRECTOR

Dear Sir or Madam:

The applicant (individual) named on the following form is applying for an Electrical Contractor license in the state of Georgia and has referred to you as having information concerning his/her character and ability. Your evaluation of said applicant is vital to our evaluation. The Georgia State Board wishes to point out that statements must be from personal knowledge, and not made for the mere purpose of aiding the applicant. The Board requests that you do not let the applicant see your answers or comments and that you do not otherwise communicate the results of your evaluation.

Please fill out all information on the following reference form and have it notarized. The Georgia Board prefers that you mail this original notarized form back to the applicant in the applicant's enclosed pre-addressed stamped envelope. Seal the envelope and sign the back flap to ensure against tampering. If you prefer to mail the form directly to the Electrical Contractors Division at 237 Coliseum Drive, Macon, GA 31217, please make a blank copy of this form and mail it back to the applicant, then mail the completed form to the board.

Sincerely,

State Construction Industry Licensing Board
Electrical Contractors Division



GEORGIA CONSTRUCTION INDUSTRY LICENSING BOARD

Division of Electrical Contractors

237 Coliseum Drive, Macon, GA 31217

478-207-2440

www.sos.ga.gov/index.php/licensing/plb/21

REFERENCE FORM

Applicant Name: _____

Your name (please print): _____

Address: _____ Phone# _____

City, State, Zip: _____ Fax# _____

☐ YES ☐ NO 1. Are you an Electrical Contractor?

If YES, License# _____ Issuing State _____

☐ YES ☐ NO 2. Are you in any way related to the applicant?

If YES, explain: _____

3. How long have you known the applicant? From _____ to _____

☐ YES ☐ NO 4. Is the applicant connected with a firm, partnership, or corporation?

If YES, business name and address: _____

5. What has been your business connection with the applicant? _____

6. What are the applicant's character, reputation, and standing in the community? _____

7. What is the applicant's experience in installing electrical systems? _____

☐ YES ☐ NO 8. Do you know anything reflecting adversely on the applicant's integrity or general good character?

If YES, explain: _____

☐ YES ☐ NO 9. Would you employ the applicant in a position of trust?

If NO, explain: _____

☐ YES ☐ NO 10. Would you trust the applicant to install an electrical system in your home?

If NO, explain: _____

☐ YES ☐ NO 11. In your opinion, does the applicant have four (4) years of experience installing electrical systems?

If NO, explain: _____

☐ YES ☐ NO 12. Do you recommend the applicant to be licensed as an electrical contractor?

If NO, explain: _____

I certify that the above statements are true & correct to the best of my personal knowledge, not made for the purpose of aiding an unqualified applicant to become licensed but with full realization of the responsibility toward the public where the safeguarding of life, health and property is concerned or involved.

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20 _____

NOTARY PUBLIC

My Commission Expires: _____

Reference Signature